WVNG Technician Vacancy Training

FOR THE APPLICANT

Reading a Technician Vacancy Announcement

- In this section of training we will cover each block of the Technician Vacancy Announcement.
- Throughout the training we will go over some hints and tips to make the application process a little easier.
- Please feel free to ask questions at any time during the presentation.

Block #1 – Announcement Number

- This is the number of the announcement and what you will use when filling out your application.
- It is important to use the correct MT number along with the title of the position when filling out an application.

Announcement Number: MT 10-126

Block #2 – Opening & Closing Dates

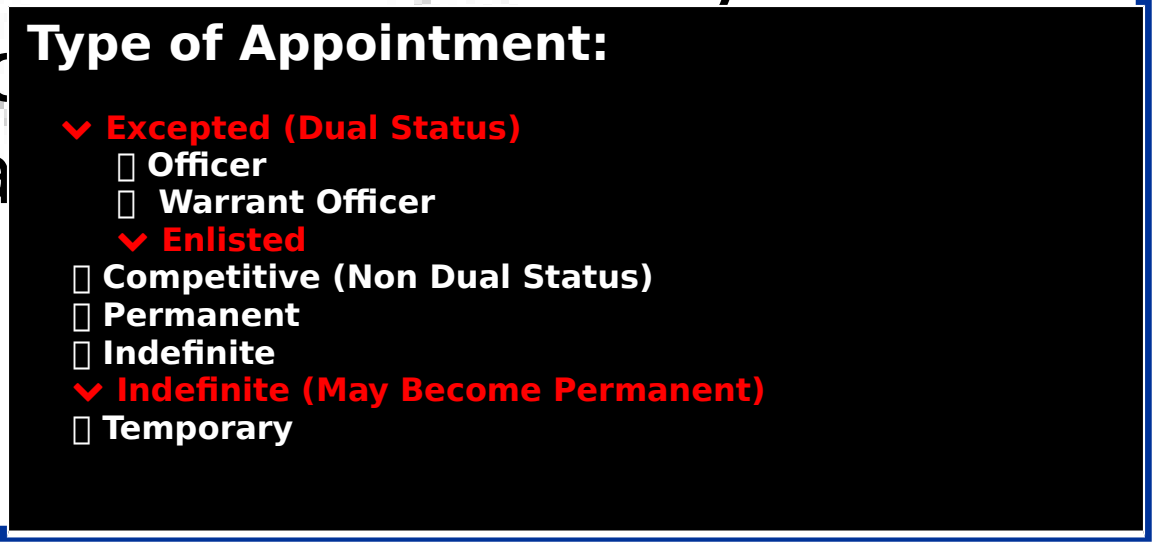
- This block is self explanatory; however, it is important to pay close attention to the closing date and submit your application to HRO on or before the closing date.
- Any applications received after the closing date will automatically be non-certified and will not be considered for the interview process.
- All announcements are open a minimum of 15+ da

Opening Date: 4 November 2010

Closing Date: 30 November 2010

Block #3 – Type of Appointment

- This block of the announcement is important to pay attention to so you know what type of job you will be applying for i.e. Officer, Warrant Officer, Enlisted and also lets you know if the po
  Indefinite (Ma
  etc.



Block #4 - Compatibility

- This block of the announcement lets the applicant know what MOS/AFSC is compatible for the position being advertised.
- You DO NOT have to have the MOS/AFSC listed on the announcement to apply fo ected for the position.

Compatibility:
Officer -
Warrant Officer -
Enlisted – 42A/F/L

Block #5 – Position Title, Number, Grade, Salary Range

- This block informs the applicant of the vacancy that is being advertised and some basic details about the position.

Position Title, Number, Grade & Salary Range
Human Resource Assistant
PD# 70541000
SEQ# 508070
GS-0203-07
GS-07 $38,790 - $50,431
LOCATION OF POSITION:
JFHQ-MILPO, WVARNG, Charleston, WV
Health System Section (HSS)
****Pending Availability of Resources****
APPLICATIONS MUST BE SIGNED AND POSTMARKED BY CLOSING DATE
To obtain forms online go to : http://www.wv.ngb.army.mil/jobs/

All personnel applying for this position that do not meet the minimum military grade requirement must provide proper documentation from your Military Personnel Office to show that you are eligible to obtain the required grade upon accepting the position

Block #6 – Military Grade Placement Factor

- This section shows the required MILITARY minimum and maximum grade.
- You DO NOT have to be the required min/max grade to apply, however, if you do not meet the minimum grade you must submit documentation from your Military Personnel Office to show that you are eligible for promotion upon accepting the position. Also, if you are higher rank then the maximum grade, you will have to submit a memo stating that you agree to a reduction in rank upon accepting the position. Must be submitted with your application to certify.

Military Grade Placement Factor:
Minimum: E-3
Maximum: E-6
Grade inversion is

Block #7 – Bargaining Unit Status

- This block informs the applicant if the position is bargaining or non-bargaining.
- Bargaining = Supervisory Positions and Policy Making Positions.
- Non-Bargaining = Non-Supervisory Pos

Bargaining Unit Status:
✓Bargaining Unit
☐Non- Bargaining Unit

Block #8 – Areas Of Consideration

- Informs the applicant who is eligible to apply for the position.

Area(s) of Consideration:

⌄Area One: Current on-board full-time support personnel in the WVNG. *This includes Permanent, Indefinite, Indefinite may become permanent, and AGR employees.*

⌄Area Two: All members of the West Virginia National Guard. *Includes M-DAY/Traditional, Temporary Techs, and FTNG employees.*

⌄Area Three: All members of the National Guard nationwide and others when eligible for membership in the WVNG. *Includes SM from all branches of service and civilians.*

Block #9 – National Guard Membership Status

- This block gives an explanation of the terms and conditions of an Excepted Appointment (Dual Status)

National Guard Membership Status

Employment in an excepted service position requires concurrent military assignment to a compatible military position in the West Virginia National Guard in one of the above occupational specialty (MOS) codes of Air Force Specialty codes (AFSC). Assignment to a compatible military position is not required for application but will be required if selected for appointment.

Block #10 – Conditions of Employment

- This block is important and should be read, but does not require any action on the application

Conditions of Employment

Individual selected for this position will be required to sign up for direct deposit/electronic fund transfer upon appointment. Males born after December 31 1959 must be registered with the Selective Service Systems to be employed by the Federal Government. Military membership in the appropriate service, wearing of the uniform appropriate to the service, and federally recognized grade are requirements for appointment in the excepted service. As a condition of employment, all National Guard Military Technicians are appointed in the excepted service under the authority of 32 U.S.C. 709 and are required to serve a one (1) year trial period. Veteran's preference does not apply to National Guard Technician positions in accordance with Title 32 U.S.C. 709 (f). Military technicians are ineligible for military enlistment, retention, and student loan repayment bonuses, accepting a technician position may terminate the military incentives. Contact Incentive Specialist for current policy. The Uniformed Services Employment and

Block #11 – Developmental Position

- This block means that the position is advertised at more than one level and a selectee can be hired into a lower grade position with the potential to be promoted without the need of a desk audit. Although a promotion is possible it is not guaranteed.

Developmental Position – If appointment is made below the target grade or if the position is in a certain professional occupational series, the supervisor will establish an Individual Development Plan (IDP). If you have questions please contact the Human Resource Development Specialist at 304-561-6433.

Block #12 – Baseline Physical

- If this block is checked then you must obtain a baseline physical within 30 days of appointment, but is NOT required to apply.

Baseline Physical:
Is Required within 30 days of employment per OSHA and NGB.

- Note: If a baseline physical is required and the employee does not obtain a physical within the allotted time it could be grounds for termination.

Block #13 – Current Drivers License

- If this block is checked you must have a CURRENT state drivers license or you will not certify for the position and will not be considered for the interviewing process.

Current Drivers License Required:
- **Must have a valid state driver's license.**

Block #14 – Security Clearance

- This block informs the applicant that he/she must possess or be eligible to obtain the appropriate security clearance.
- It will not effect you at the time you submit your application.
- The time limit in which the employee needs to obtain the security clearance is at the supervisor's discretion.

Security Clearance:

⌄Must possess or be eligible to obtain the <u>appropriate</u> security clearance for the position.

Block #15 – Permanent Change of Station

- PCS funds may or may not be available.

Permanent Change of Station:

⌄PCS funds are not available.

PCS fund may be authorized if payment is deemed to be in the best interest of the West Virginia National Guard.

Block #16 – Hiring Incentives

- This block informs the applicant if there are hiring incentive available or not.
- Incentives that may be available include Relocation and Recruitment.

Hiring Incentives:
- **Relocation Incentive (may be available)**
- **Recruitment Incentive (may be available)**

Block #17 – Duties and Responsibilities

- This section of the announcement comes from the Position Description and gives a general idea of the duties and responsibilities the selectee will have.
- This section is generalized to the position title and may not give an exact detailed description of the actual duties a person may have.
- Once selected the supervisor will give a more detailed description of the exact duties and responsibilities unique to the actual position.
- *See vacancy announcement for an example of this section*

Block #18 – Minimum Qualification Requirements

- Although all sections of the job announcement are important this section is the most important when it comes to filling out an application.

- The Generalized and Specialized Experience are the first thing used when certifying an applicant for a position.

Block #18 Continued

- Specialized Experience: This section informs the applicant (and the certification board) of the required amount of time and experience needed to certify for the position and be considered for the interviewing process.
- When explaining job experience you must give examples. Do NOT copy the generalized and specialized experience or the job duties and responsibilities from the announcement.
- Write everything in your own words, giving examples.
- It is a good idea to use key words from the announcement without copying anything from the announcement.
- Other Requirements will vary and be specific to each vacancy.

See announcement for an example of this section.

Block #19 – Knowledge, Skills, and Abilities (KSAs)

- Applicants should prepare separate statements addressing each KSA listed.
- Use this to add and/or reinforce any more experience you have. When doing these make sure you include complete dates(to and from,) otherwise the certification board will be unable to count this experience when certifying your application.
- Doing separate sheets for KSAs are not required but are strongly encouraged.
- KSAs may be used to rate and rank applicants when necessary.

See announcement for an example of this section

Block #20 – How To Apply

- This section informs the applicant of the proper ways to apply for the position.

- You will also find reminders and key points to focus on while filling out the application.

See announcement for an example of this section

This Concludes The Presentation

QUESTIONS??